

## **Divisional Assistant - Civic Operations (Temporary, Full-Time) # 752**

**Closing Date: July 04, 2022**

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

A challenging and exciting opportunity exists for a Temporary, Full-Time Divisional Assistant - Civic Operations position with the City of Kamloops! This position will perform technical, analytical and administrative work in the development and oversight of work processes and business practices. The Divisional Assistant - Civic Operations operates under the limited supervision of the Office Services Assistant Supervisor – Civic Operations. Work also involves planning, coordinating, scheduling, documenting, and reviewing various projects, tasks and initiatives.

The successful candidate must have the following qualifications:

- Completion of senior secondary school or its equivalent.
- Completion of a post-secondary certificate in Local Government Administration, Business/Office Administration, or a related discipline, which includes the completion of at least one accounting course.
- A minimum of two (2) years' experience in an office environment where dealing with the public in person and on the phone was a significant part of the job.
- Six months previous experience working with budgets and financial coding associated with project work and/or standard business practices.
- Proficient in advanced Word, advanced Excel and basic Access as demonstrated through testing. (70% pass rate required)

This is a temporary position until approximately December 30, 2022 or return of the incumbent.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time

Effective November 1, 2021, the City of Kamloops implemented a Covid-19 Vaccination Policy that defines the conditions and expectations for employees regarding vaccination against COVID-19. The policy requires all employees hired after October 31, 2021, to be fully vaccinated, unless they can establish that they cannot be fully vaccinated for a valid reason related to a protected ground under the BC Human Rights Code. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the City of Kamloops.



## **Hourly Rate**

\$32.61

## **Hours & Days of Work**

Monday – Friday:  
7 hours shift between 7am and 4pm.

## **Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 105 Seymour Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).